



## **JOB DESCRIPTION**

**Title:** Examinations Invigilator  
**Department/Section:** Examinations Team  
**Reporting to:** Examinations Officer / Senior Invigilator

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### **Main Purpose and object of the role:**

To provide support to the examinations process

### **Main Duties of the role:**

To support with the day – to day- operation of examinations venues (This may include but not be limited to):

- Assisting with setting up examinations venues by laying out stationery, equipment and examinations papers in accordance with the outlined procedures
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues
- Ensuring that candidates do not talk once inside the examination venue
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures
- Checking attendance during examinations
- Escorting candidates from the examination venue during the examinations as required and supervising candidates whilst outside the examination venue
- Collecting and collating scripts at the end of the examination in accordance with strict procedures
- Supervising candidates leaving examinations venues, ensuring that candidates leave venues in an orderly and quiet manner

### **Other duties of the role:**

To assist the Examinations Team with other examination processes, such as (but not limited to):

- Packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from the examination venues as appropriate

### **Working Hours:**

8:30am until 16:30pm

### **Person Specification**

#### ***Experience***

Experience of working with students in an education setting Desirable

#### ***Specific skills and knowledge***

An understanding of examination processes	Essential
Effective oral/written communication skills	Essential
Good numeracy skills	Essential

#### ***Personal attributes***

Accuracy and attention to detail	Essential
Flexible approach to work	Essential
Ability to relate to academic staff and students	Essential
Ability to work under pressure and to tight deadlines	Essential